



ACHIEVEMENT IN MONTANA QUICK REFERENCE GUIDE

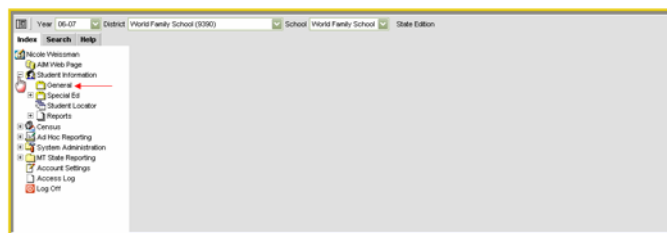
ENTERING GRADUATION INFORMATION – DIRECT ENTRY

ENTERING GRADUATION INFORMATION

Select a **School** from the *Campus Toolbar*.



From the Index, expand the **Student Information** outline by clicking on the plus (+) sign.



Select **General**.

Click on the **Search** tab.

Select **Advanced Search**.

Select **Grade 12** and click **Search**.

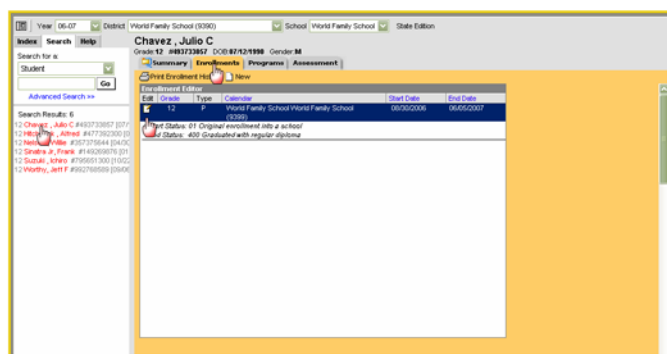
A list of all students in grade 12 will appear on the left.



Click on the name of a grade 12 student.

Select the **Enrollments** tab.

Open the active enrollment by clicking on the edit notepad.





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Expand the **Graduation** folder by clicking on the plus (+) sign.

The *Diploma Date* will match the student's *End Date*.

Enter the student's *Diploma Type*.

Enter the student's *Diploma Period*.

Click **Save** to save changes.

NOTE: The fields *Next Calendar* and *Next Grade* are fields that are not being collected in State Edition.

If you have graduating students with any other grade designation, you can search for them by last name.





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| GRADUATION CODES | |
|---|--|
| Diploma Date | The date on the student's diploma or the last day of school for a graduating student. |
| Diploma Type | The type of a diploma a student receives. Must be one of the following codes: |
| <i>Regular Diploma</i> | An official school district diploma showing the student's completion of a district's requirements for graduation. |
| <i>Certificate of Completion</i> | A certificate showing the completion of a program other than the district's Regular Diploma requirements for graduation. |
| Diploma Period | The time period in which a student receives a diploma from a school. Must be one of the following codes: |
| <i>Early Graduate less than 7 semesters</i> | A student who completes a district's graduation requirements in less than 7 semesters from the time an individual enrolled in the 9 th grade. |
| <i>Early Graduate – 7 Semesters</i> | A student who completes a district's graduation requirements in 7 semesters from the time an individual enrolled in the 9 th grade. |





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| GRADUATION CODES | |
|---|---|
| <i>Four years or with IEP allowing for longer</i> | <p>A student who completes a district's graduation requirements in 4 years or less from the time an individual enrolled in the 9th grade;</p> <p>or</p> <p>A student who has an Individualized Education Program (IEP) allowing for more than four years to graduate.</p> <p><i>Students who entered 9th grade four years earlier, but do not have enough credits to graduate in May/June, but complete the requirements for graduation before the beginning of the next school year are considered to have graduated "on time".</i></p> |
| <i>Graduated in more than four years.</i> | <p>A student who completes a district's graduation requirements in more than 4 years from the time an individual enrolled in the 9th grade.</p> |

